

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☒ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 3/6/09	TIME DUE 5:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Eileen Phifer, Administrator
Safety and Security Administration
425 W. Ottawa Street, P.O. Box 30050
Lansing, Michigan 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**

☒ Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

☐ Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
Hazardous Materials Route Registry Study**

CONTROL SECTION(S): 84900

JOB NUMBER(S): 104413

PROJECT LOCATION: Wayne County, Michigan

1. Ambassador Bridge [Detroit] From Porter St. to Canada [Windsor]
2. Windsor Tunnel [Detroit] From Jefferson Ave. to Canada [Windsor]
3. State Route M-10 [Detroit] From Howard St. to Woodward Ave.
[Under Cobo Hall (approx 1 mile)]
4. State Route M-10 [Detroit] From 8 Mile Rd [South] to Wyoming Rd

DESCRIPTION OF WORK:

The U.S. Department of Transportation (USDOT) Federal Motor Carrier Safety Administration's National Hazardous Materials Route Registry (NHMR) is the national repository of both non-radioactive hazardous materials (NRHM) and Radioactive (RAM) routes which are either designated for the hazmat transportation or restricted from use by hazmat carriers. <http://hazmat.fmcsa.dot.gov/nhmrr/index.asp>. Michigan Department of Transportation (MDOT) is the designated routing agency responsible to supervise, coordinate, and approve all NRHM routing designations and restrictions in Michigan.

The Consultant shall provide, to the satisfaction of MDOT, studies, analysis, and recommendations for MDOT's consideration relating to the National Hazardous Materials Route Registry regarding the Project Locations listed above, in order of priority. **The study, analysis, and recommendations for MDOT's consideration of the first location must be completed before moving on to subsequent locations.** This will include potential validation of the existing registered routes and/or proposed changes to the Registry.

The Consultant shall conduct their study in accordance with (as listed, or most current version):

- USDOT Federal Motor Carrier Safety Administration 49 CFR 397.71 (b)
- USDOT Federal Highway Administration's (FHWA) *Highway Routing of Hazardous Materials Guidelines for Applying Criteria*, Publication No. FHWA-HI-97-003
- USDOT *Guidance for Conducting Hazardous Materials Flow Surveys*, Publication No. DOT-VNTSC-RSPA-94-2

The goal of this study is to analyze and make recommendations regarding the hazardous materials (HM) transported through/within Wayne County on the identified routes.

ANTICIPATED START DATE: April 3, 2009

ANTICIPATED COMPLETION DATE: September 30, 2009

CONSULTANT QUALIFICATION REQUIREMENTS:

The consultant will need to demonstrate expertise in hazardous materials routing analysis and threat assessment particularly related to regulatory evaluations of potential/proposed changes to hazardous materials routing.

Some items of consideration by MDOT, as it pertain to the consultant's project related experience and years of experience, are as follows:

- Conducting studies using the USDOT Federal Highway Administration's (FHWA) *Highway Routing of Hazardous Materials Guidelines for Applying Criteria*, Publication No. FHWA-HI-97-003.
- Conducting studies using the USDOT *Guidance for Conducting Hazardous Materials Flow Surveys*, Publication No. DOT-VNTSC-RSPA-94-2
- Hazardous materials movement on significant structures, including but not limited to long span bridges (clear span over 200 ft); complex bridges, and/or critical structures
- Threat assessment
- Effects of transportation delays on commerce
- Hazardous materials transported through highly populated areas
- Risk assessment for hazardous materials in non-common roadway structures such as tunnels and depressed roadways with limited egress

DBE REQUIREMENT: N/A**MDOT PROJECT MANAGER:**

Eileen M. Phifer, Administrator
Safety and Security Administration
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48909

Phone: 517-241-1697
Fax: 517-335-2787
E-mail: PhiferE@michigan.gov

Questions regarding this scope shall be submitted in writing to the Project Manager by e-mail. The Consultant shall contact the Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION:

The Consultant shall furnish all services and labor necessary to conduct and complete the Safety Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.

- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard practices of the Department; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

CONSULTANT RESPONSIBILITIES:

- A. **Primary Deliverable:** The Consultant shall provide, to the satisfaction of MDOT, studies, analysis, and recommendations for MDOT's consideration relating to the National Hazardous Materials Route Registry regarding the Project Locations listed above, in order of priority. **The study, analysis, and recommendations for MDOT's consideration of the first location must be completed before moving on to subsequent locations.** This will include potential validation of the existing registered routes and/or proposed changes to the Registry.
- B. **Safety:** The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- C. **Meetings:** Arrange and conduct meetings required carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting.
- D. **Progress:** The consultant shall submit bi-weekly progress reports to the MDOT project manager. Also, the consultant shall attend monthly meetings with project leadership and provide an agenda as well as a project summary including progress, status, and outstanding action items. In addition, the consultant team will prepare monthly progress reports in a format that will include a summary of the work conducted on each task during the previous month, the work anticipated for the upcoming month, problems encountered and required MDOT action.
- E. **Public Safety and Security:** The consultant shall immediately (within 24 hours) notify the MDOT project manager in the event that any situation is discovered which identifies an immediate threat to public safety or security.
- F. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
- G. **Contentious Issues:** Report and possibly any problems, issues, discrepancies, or other items brought to the attention of the Consultant. Provide written documentation of the resolution of such issues. Keep the Project Manager informed of all such issues.

- H. Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, all Specifications, Manuals, guides, written instructions, and plans, unused forms, and all other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
- I. Format:** Final document will be in Microsoft Word and will be delivered to MDOT on a CD. Documents must be able to be displayed on an 8 ½ X 11 sheet. Up to six copies will be requested for MDOT. For the final document, text will be minimized and appropriate graphics utilized in order for the document to be easily understood. The exact format for the plan will be established in previous tasks but will likely be in a three-ring binder format.

MDOT RESPONSIBILITIES:

- A.** The Project Manager shall furnish to the Consultant all Project-specific with existing route registry and any existing plans or studies., and other information and/or data as deemed necessary by the Project Manager for the Services required herein. Unless such information is available to be downloaded on the MDOT web site.
- B.** The Project Manager will conduct a review of all interim and major deliverables. Documents will be checked for understandability, readability, and accuracy. All plan comments and revisions will be documented and tracked.
- C.** The Project Manager shall provide general monitoring and quality inspection to assure that the study has been completed in reasonable conformance with the requirements and specifications and to determine that the work performed to date by the Consultant for services rendered is reasonable and appropriate.
- D.** The Project Manager will arrange and conduct meetings as well as prepare and distribute the meeting minutes.

SCORING CRITERIA (100 points)

Past Performance (40 points)

Provide references and examples of similar work performed for other agencies.

Understanding of Service (15 points)

Describe your understanding of the service to be provided.

Qualifications of Team (10 points)

Provide resumes for key personnel.

Price (25 points)

Completed bid sheet required.

Safety Program (5 points)

Indicate compliance with all MDOT, state, and federal workplace and right-of-way requirements.

Location (5 points)

Indicate percentage of work that will be performed in Michigan.

CONSULTANT PAYMENT – Unit Price:

Compensation for this project shall be on a **unit price** basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

BID SHEET

Hazardous Materials Route Registry Study

All entries on this page must be handwritten in ink or computer generated.

Location I – Ambassador Bridge [Detroit] from Porter Street to Canada [Windsor] – Must be Completed First

Items of Work	Unit Price
Hazardous Materials Route Registry Study	\$
Analysis of Study	\$
Recommendations for MDOT's Consideration	\$

Location I Total: \$ _____

Location II – Windsor Tunnel [Detroit] from Jefferson Avenue to Canada [Windsor]

Items of Work	Unit Price
Hazardous Materials Route Registry Study	\$
Analysis of Study	\$
Recommendations for MDOT's Consideration	\$

Location II Total: \$ _____

Location III – State Route M-10 [Detroit] from Howard Street to Woodward Avenue [Under Cobo Hall (approx. 1 mile)]

Items of Work	Unit Price
Hazardous Materials Route Registry Study	\$
Analysis of Study	\$
Recommendations for MDOT's Consideration	\$

Location III Total: \$ _____

Location IV – State Route M-10 [Detroit] from 8 Mile Road [South] to Wyoming Road

Items of Work	Unit Price
Hazardous Materials Route Registry Study	\$
Analysis of Study	\$
Recommendations for MDOT's Consideration	\$

Location IV Total: \$ _____

TOTAL BID PRICE: \$ _____
(All Locations of Project)

Consultant Name:	
Consultant Signature:	
Consultant Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.